



Leon County Neighborhood Recognition Program

2016 Neighborhood of the Year Award
&
2016 Neighbor of the Year Award

Application Packet

Leon County Neighborhood Recognition Program 2016 Neighborhood of the Year Award

Instructions

1. All entries must be typed or submitted electronically.
2. For each category, please describe what your neighborhood has accomplished from **March 1, 2015** through **February 28, 2016**.
3. All applications must include a brief summary of the neighborhood that is 200-350 words.
4. All applications must include a minimum of two (maximum of 5) high-resolution digital photographs that best represent the neighborhood.
5. Applications must be submitted electronically no later than **5:00 p.m.** on **Monday, May 9, 2016** at:

www.LeonCountyFL.gov/NOTY

Via the online application

or

cmr@LeonCountyFL.gov

Via email in a completed pdf document

If you have any questions, please contact the Leon County Community and Media Relations at (850) 606-5300 or email **cmr@LeonCountyFL.gov**.

2016 Neighborhood of the Year Award Eligibility

Any Leon County Neighborhood Association is eligible. We look forward to receiving your nomination for the neighborhood association that has made a significant contribution to the quality of life in one of Leon County's neighborhoods.

Nomination Procedures

Please submit your nomination as follows:

1. All entries must be typed or submitted electronically.
2. For each category, please describe what your neighborhood has accomplished from **March 1, 2015**, through **February 28, 2016**.
3. All applications must include a minimum of two (maximum of 5) photographs that best represent the neighborhood.
4. You may choose to include videos or other visual examples with your narrative description.
5. Applications must be submitted electronically no later than **5 p.m.** on **Monday, May 9, 2016**

If you have any questions, please contact Leon County Community and Media Relations at (850) 606-5300 or email cmr@LeonCountyFL.gov .

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Application Form

Name of Neighborhood Association: _____

Mailing Address: _____

Contact: _____ Position: _____

Phone: _____

Email Address: _____

Boundaries of neighborhood: _____

Total number of members (homes) in your association: _____

Please check which award you are applying for (select only one).

There are three categories for the Leon County Neighborhood of the Year Award.

- ☐ Small Neighborhood of the Year (200 homes or fewer)
- ☐ Large Neighborhood of the Year (more than 200 homes)
- ☐ Unincorporated Area Neighborhood of the Year
(outside the city limits)

Neighborhood Association Board Approval:

President

Signature

Date

If your neighborhood is located inside the City limits, you are also eligible for the City of Tallahassee's Neighborhood of the Year Award. Please call Neighborhood Services at (850) 891-3846 for more information.

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Category 1: Neighborhood Qualities

In 300 words or fewer, please explain why your neighborhood should be recognized as the 2016 Leon County Neighborhood of the Year.

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Category 2: Neighbors Helping Neighbors

Discuss programs or activities that your association has initiated to help improve the quality of life for your neighbors. Program areas can include, but are not limited to, education, health, safety, recreation and social activities.

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Category 3: Neighborhood Enhancements

Describe how your association addressed existing problems or concerns in your neighborhood. This category may include landscaping, street and/or housing improvements, community projects, recycling efforts, litter and/or pollution control, the development of new policies and participation in local government.

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Category 4: Communication

Discuss your neighborhood association's method of communication. This includes newsletters, websites, flyers, etc. Please include the frequency of publication, types of articles and/or information provided, and any historical information you would like to share. Feel free to include an example or a website address.

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Category 5: Above & Beyond

Include any additional information not covered in the first four categories.
Points will be awarded for creativity and/or process improvement initiatives.
You may also include any additional materials such as video news articles and resident testimonials.

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Summary (Required)

Please type – in no fewer than 200 words and no more than 350 words – a description of your neighborhood, **which will be used in the official awards program.**

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AWARD CRITERIA

The following criteria will be used by the Neighborhood Recognition Committee to evaluate each submittal.

<i>Category</i>	<i>Point Value</i>
1. Neighborhood Qualities	25
2. Neighbors Helping Neighbors	25
3. Neighborhood Enhancements	25
4. Communication	15
5. Above and Beyond	10
Summary	Required

Here are some important dates for you to remember.

<i>Activity</i>	<i>Date</i>
Application Deadline	Monday, May 9, 2016
Awards Ceremony (<i>tentative</i>)	Summer 2016

NOTE: When a homeowner/neighborhood association has multiple wins over the course of several award cycles, the neighborhood is presented with a plate to place on both of its two (2) previously awarded large signs for the neighborhood's entrances. If you are interested in ordering a third large sign for your neighborhood's entrance, we can provide you direct contact information for the sign vendor that produced your previous two signs. If one of your current signs has been vandalized or is in great disrepair, the County can assist your neighborhood in the purchase of your new large sign. As is customary, the homeowner/neighborhood association will be responsible for the installation of your entrance signage.

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Award Eligibility

Any member of a Leon County neighborhood association, who has facilitated neighborhood improvement in the past year by bringing neighbors together to complete projects, address critical needs, etc., is eligible. We look forward to receiving your nomination for the person who has made a significant contribution to the quality of life in one of your neighborhoods.

Nomination Procedures

1. All entries must be typed or submitted electronically.
2. Nominations must reflect activities conducted by the nominee within the past year, from **March 1, 2015**, to **February 28, 2016**.
3. Applications must be submitted electronically no later than **5 p.m.** on **Monday, May 9, 2016**.

If you have any questions, please contact Leon County Community and Media Relations at (850) 606-5300 or email cmr@leoncountyfl.gov .

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Nomination Form

Name of the Nominee: _____

Name of Association: _____

Mailing Address of Nominee: _____

Telephone: Day _____ Evening _____

Email Address: _____

Nominated By: _____

Mailing Address: _____

Telephone: Day _____ Evening _____

Email Address: _____

Please explain why you are nominating this neighbor for the Neighbor of the Year Award. (*You may attach an additional page.*) How has this individual improved the quality of life for her or his neighbors or contributed to the improvement of the neighborhood? Nominees will be scored based on their contributions to the neighborhood or community.

Neighborhood Association Board Approval:

President

Signature

Date